

SUPERFUND DOCUMENT CODING SHEET (WebCenter)

Instructions: Complete all fields and check all boxes, as applicable. Print and sign your name (not initials) when the form is complete.

Site Name *			
SSID #			
OPERABLE UNIT(S)			
Unit		Unit Name	
Unit		Unit Name	
Unit		Unit Name	
Additional OUs			
Barcode		<input type="checkbox"/> Separately <input type="checkbox"/> Grouped as one document	
DOCUMENT INFORMATION (RESOURCE TYPE) (only one)			
Document Date (mm/dd/yyyy)		No Date <input type="checkbox"/>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Administrative Record Index <input type="checkbox"/> Agreement <input type="checkbox"/> Analytical Data Document <input type="checkbox"/> Chart/Table <input type="checkbox"/> Contract Documentation <input type="checkbox"/> Correspondence <input type="checkbox"/> Document Packet <input type="checkbox"/> Figure/Map/Drawing <input type="checkbox"/> Financial Documentation <input type="checkbox"/> Form <input type="checkbox"/> Laws/Regulations/Guidance </div> <div style="width: 48%;"> <input type="checkbox"/> Legal Instrument <input type="checkbox"/> List/Index <input type="checkbox"/> Meeting Document <input type="checkbox"/> Notes <input type="checkbox"/> Other <input type="checkbox"/> Photograph <input type="checkbox"/> Publication <input type="checkbox"/> Report <input type="checkbox"/> Shipping Manifest <input type="checkbox"/> System Documentation <input type="checkbox"/> Work Plan </div> </div>			
PROGRAM AREA* (multiple allowed)			
<div style="display: flex; justify-content: space-between;"> <div style="width: 24%;"> <input type="checkbox"/> Community Involvement <input type="checkbox"/> Enforcement </div> <div style="width: 24%;"> <input type="checkbox"/> Federal Facilities <input type="checkbox"/> Remedial </div> <div style="width: 24%;"> <input type="checkbox"/> Removal <input type="checkbox"/> Site Evaluation (Site Assessment) </div> <div style="width: 24%;"> <input type="checkbox"/> Site Support (ARRA, Brownfields) </div> </div>			
COLLECTION NAME(S) (if applicable)			
AR Title			SEMS (CERCLIS) Sequence ID
FOIA			
Work Performed			
Cost Recovery			
Special			
Special Instructions / Notes:			
Submitter Printed Name*		Mailcode	
Submitter Signature*		Date	
ACCESS CONTROL* (multiple allowed) – FOR ATTORNEY USE ONLY			
Controlled (not releasable) <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Copyright <input type="checkbox"/> Legal-Administrative Procedures (<i>Enforcement Confidential</i>) <input type="checkbox"/> Legal-Privilege (<i>Deliberative Process, Attorney Client & Attorney Work Product</i>) <input type="checkbox"/> Legal-Protective Order </div> <div style="width: 48%;"> <input type="checkbox"/> Privacy <input type="checkbox"/> Proprietary Business Information (<i>CBI Determined</i>) <input type="checkbox"/> Proprietary Business Information-Claimed (<i>CBI Claimed</i>) <input type="checkbox"/> Undetermined </div> </div>			
Uncontrolled (releasable) <input type="checkbox"/> Uncontrolled			
NOTE: Items in italics denote the Access Control type in SDMS (former Records Management System).			
Attorney Printed Name*		Mailcode	
Attorney Signature*		Date	

* All fields with an * are required.

Description	Definition
Administrative Record Index	Index of Administrative Record collections. Will normally be published to the EPA web.
Agreement	A legally binding agreement/contract to a course of action.
Analytical Data Document	Data obtained from analysis of specimens or samples.
Chart/Table	A graphical representation of data.
Contract Documentation	Includes monthly deliverables and work performed documentation, i.e., reports, cost packages, contractor financial documentation (invoices, vouchers, cost estimates).
Correspondence	Correspondence is the primary category which includes Email, Letter, Memorandum and Record of Communication.
Document Packet	A collection of miscellaneous documents consisting of various document types used for a specific or unique purpose.
Figure/Map/ Drawing	An illustration or pictorial representation of a particular place, area, structure or region.
Financial Documentation	Includes non-contract related financial documentation.
Form	A printed document with blank spaces for insertion of required or requested information.
Laws/Regulations/Guidance	A law, rule, or other order prescribed by authority, agreement or custom. Can be used by Regions/HQ for additional direction.
Legal Instrument	A document issued by the court that states some contractual relationship or grants some right.
List/Index	An item-by-item listing of information about documents such as Title, Document Date, Number of pages, Author.
Meeting Document	Any record that supports an assembly or meeting.
Notes	An informal or handwritten document of personal notes.
Other	A document that does not meet existing document types should be indexed as 'Other'. This document type will be reviewed on a quarterly basis to determine if documents should be reassigned to other document types.
Photograph	An image that realistically captures a real-world scene.
Publication	A written composition found in a magazine, newspaper, periodical, journal that is intended for general circulation.
Report	A collection of information containing components such as a study, assessment, inspection, evaluation, review, update, sampling and analysis. Report can include charts, tables, graphs, maps, photographs, etc.
Shipping Manifest	A document that provide details of the shipment or receipt of samples, goods or products.
System Documentation	Detailed information about the SEMS application, modules, tools, or peripheral applications including its architecture, design, data flow, requirements and programming logic. Will be used by Headquarters for SEMS system and technical documentation.
Work Plan	A series of steps to be carried out or goals to be accomplished. Includes anything with 'plan' in its title.